UNITED
NATIONS

DP

Executive Board of the United Nations Development Programme and of the United Nations Population Fund

Distr.
GENERAL

DP/1997/11
5 March 1997

ORIGINAL: ENGLISH

Annual session 1997
12-23 May 1997, New York
Item 1 of the provisional agenda
UNDP

ORGANIZATIONAL MATTERS

Draft rules of procedure for the Executive Board of UNDP and UNFPA

In accordance with Executive Board decision 96/25, an ad hoc open-ended working group on rules of procedure was established. The working group held seven meetings in 1996 and three meetings in 1997. The working group was chaired by Ms. Cecilia Rebong (Philippines).

Progress reports were presented by the President of the Executive Board at the third regular session 1996 and the first regular session 1997.

The Office of Legal Affairs reviewed the draft rules of procedure and submitted written comments to the Secretariat. The comments were made available to the working group. A representative of the Office of Legal Affairs participated in the meetings held on 3 September 1996 and 3 February 1997.

The draft rules of procedure are presented to the Executive Board for adoption at the present session.

97-05612 (E) 250397

REVISED DRAFT OF THE CHAIRPERSON OF THE AD HOC WORKING GROUP ON RULES OF PROCEDURE OF THE EXECUTIVE BOARD OF UNDP AND UNFPA

DRAFT RULES OF PROCEDURE

I. SESSIONS

Convening of sessions

Rule 1

1. The Executive Board shall meet in an annual session, at such time and duration as it determines.

2. The Executive Board shall meet in regular sessions between the annual sessions at such times and durations as it determines at the beginning of each year in order to accomplish its work as set out in its annual work plan, taking into account the time needed to produce documentation.

3. The Executive Board may hold special sessions in addition to the regular sessions, with the agreement of a majority of members of the Board, at the request of:

(a) The President of the Executive Board;

(b) A member of the Executive Board;

(c) The Administrator of UNDP and/or the Executive Director of UNFPA.

4. The Executive Board may also hold special sessions in addition to regular sessions at the request of the General Assembly and/or the Economic and Social Council.

5. The agreement of the Executive Board on such a session and/or its time and duration may be sought through written communication from the secretariat of the Board.

Place of sessions

Rule 2

1. The regular sessions of the Executive Board shall be held at the United Nations until such time as the premises of the headquarters of UNDP/UNFPA are rendered possible to accommodate such meetings.

2. Unless the Executive Board decides to meet elsewhere, annual sessions shall be held alternately at United Nations Headquarters and at the Geneva Office of the United Nations.

Notification of sessions

Rule 3

1. The Executive Board secretariat shall convey to the members of UNDP and UNFPA the date, place and provisional agenda of each session, at least six weeks before the commencement of each session.

II. LANGUAGES

Rule 4

1. Arabic, Chinese, English, French, Russian and Spanish shall be the official languages, and English, French and Spanish the working languages of the Executive Board.

III. AGENDA AND DOCUMENTATION

Rule 5

1. The Executive Board shall adopt its annual work plan at its first regular session every year. Discussion on the work plan should start no later than at the last session of the Executive Board the previous year.

2. The agenda of the session shall be adopted at the beginning of each session.

3. The Executive Board shall approve at the end of each session, on the proposal of the Executive Board secretariat, a provisional agenda for the next session.

4. Any matter within the competence of the Executive Board not included in the provisional agenda for a session may be submitted to the Board by a member or by the secretariat; such matter will be added to the provisional agenda by decision of the Board. The Board may also decide to amend the provisional agenda or to delete an item or items from it, with due regard to any delay in the distribution of documentation that may occur.

5. The agendas and deliberations of the Executive Board shall reflect the functions set forth in paragraph 22 of annex I of General Assembly resolution 48/162 of 20 December 1993 (see annex to Rules of Procedure).

6. The secretariat shall advise members of UNDP and UNFPA of the availability of official documents and conference room papers.

7. The official documentation relating to items of the provisional agenda shall be available to all members of UNDP and UNFPA in the official languages, at least six weeks before the date of the opening meeting of a session.

8. Country cooperation frameworks and country programme documents shall be submitted in one of the official languages for reproduction and distribution in all working languages.

9. Conference room papers shall be available to all members of UNDP and UNFPA in working languages.

10. At least two weeks before each session of the Executive Board, the secretariat shall convene an informal open-ended meeting of the Board in order to provide a briefing on the matters to be covered under the items on the provisional agenda.

IV. REPRESENTATION

Rule 6

1. Each member of the Executive Board, and observers, shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

2. The names of representatives, alternate representatives and advisers shall be submitted to the Executive Board secretariat not less than three days before the session they are to attend.

V. BUREAU

Rule 7

Elections

1. The Executive Board shall, at its first regular session each year, elect from among the representatives of its members, taking into consideration the need to ensure equitable geographical representation, a Bureau consisting of a President and four Vice-Presidents, who shall hold office until their successors are elected.

2. The members of the Bureau shall be eligible for a second consecutive term.

3. The Presidency shall rotate each year to a different regional group. Each regional group will hold the Presidency once during a period of five years.

4. If the President cannot participate in a meeting or any part thereof, she/he shall designate one of the Vice-Presidents to take her/his place. Only members of the Bureau shall chair meetings of the Executive Board.

5. If the President or any Vice-President ceases to be able to carry out his/her functions or ceases to be a representative of a member of the Executive Board, he/she shall cease to hold such office and a new President or Vice-President shall be elected for the unexpired term.

6. The President or a Vice-President acting as President, shall preside over the meetings of the Executive Board in that capacity and not as the representative of the member by whom she/he is accredited.

7. The President and the Vice-Presidents of the Executive Board should preferably be representatives of Permanent Missions to the United Nations.

Rule 8

Functions of the Bureau

1. The Bureau of the Executive Board shall meet on a regular basis. The primary functions of the Bureau include preparation and organization of Board meetings, facilitation of transparent decision-making, and promotion of dialogue. The Bureau shall brief the Board on its deliberations and shall not have the authority to make decisions on any substantive matters.

2. As part of the preparation and organization of Executive Board meetings and in accordance with the work plan of the Board, the Bureau may, inter alia, consider issues related to the agenda of the meetings, documentation, the structure of meetings and should help highlight the issues and recommendations that require consideration and action by the Board.

VI. WORKING GROUPS

Rule 9

1. The Executive Board may establish ad hoc working groups as and when it deems necessary. It shall define their functions and will refer to them any questions for study and report.

VII. UNDP/UNFPA SECRETARIAT

Rule 10

1. The Administrator of UNDP or the Executive Director of UNFPA or their representatives shall participate without the right to vote in the deliberations of the Executive Board.

2. The secretariat shall provide assistance and the information necessary for the Executive Board to fulfil its functions as set out in General Assembly resolution 48/162 of 20 December 1993 and to accomplish the objectives set out in the annual work plan of the Executive Board.

3. Before any proposal involving expenditure in excess of the approved budget is approved by the Executive Board, the secretariat shall provide the Board with a written estimate of the cost of implementing the proposal.

VIII. EXECUTIVE BOARD SECRETARIAT

Rule 11

1. The Executive Board secretariat is the focal point of UNDP and UNFPA for Executive Board matters.

2. The Executive Board secretariat shall be responsible for the arrangements of meetings of the Executive Board and the Bureau and for the preparation of reports of the sessions of the Board.

IX. PUBLIC AND PRIVATE MEETINGS

Rule 12

1. Meetings of the Executive Board shall be held in public unless the Board decides otherwise.

X. REPORTS AND SOUND RECORDINGS

Rule 13

1. Reports of the annual and regular sessions of the Executive Board shall be translated into all the official languages of the United Nations and made available to all members of UNDP and UNFPA after each session. The reports shall be presented for approval at the following session.

2. Sound recordings of the meetings of the Executive Board shall be made and shall be kept by the secretariat for four years.

XI. CONDUCT OF BUSINESS

Rule 14

1. In addition to exercising the powers conferred upon her/him elsewhere by these rules, the President shall have complete control of the proceedings of the Executive Board and over the maintenance of order of its meetings. In the exercise of her/his functions, the President remains under the authority of the Board.

2. If a country cooperation framework or country programme is being considered in respect of the country which is represented by the President of the Executive Board, the President shall yield the Chair to one of the Vice-Presidents.

3. The debates shall apply solely to the questions before the Executive Board. Unless decided otherwise, the time allowed for each speaker, per intervention, shall be limited to five minutes.

4. The presence of representatives of a majority of the members of the Executive Board shall be required for any decision to be adopted.

5. If, in connection with the conduct of business of a meeting, any procedural question arises that is not covered in the present rules, it shall be decided upon by the President, taking into account the corresponding rules of procedure of the Economic and Social Council, if applicable.

XII. DECISION-MAKING

Rule 15

1. The practice of striving for consensus in decision-making shall be encouraged.

2. In the case of a vote, the rules of procedure for the Economic and Social Council shall apply.

3. Draft decisions shall be submitted by members of the Executive Board.

4. Draft decisions shall be submitted as early as possible to allow for their thorough consideration. The Executive Board may consider draft decisions and substantive amendments as soon as practicable; however, any member of the Executive Board may request that such decisions and amendments be considered only when 24 hours have elapsed after the distribution of the text to all members in all working languages. Amendments not distributed in working languages shall be read aloud and thereby interpreted into the official languages of the United Nations.

XIII. PARTICIPATION OF NON-MEMBERS

Rule 16

1. Any State member of UNDP or UNFPA who is not a member of the Executive Board may attend Board meetings and, based on General Assembly resolutions 48/162 and 50/227, which, inter alia, call for the facilitation of the effective participation of observer Member States and observer States, may participate in its deliberations without the right to vote.

2. The Executive Board may invite, when it considers it appropriate, representatives of the United Nations Secretariat, specialized agencies, the International Atomic Energy Agency, and any other organizations of the United Nations system, including the international financial institutions and regional development banks, to participate in the deliberations, in particular for questions that relate to their activities or those involving coordination questions.

3. The Executive Board may also invite, when it considers it appropriate, intergovernmental organizations and non-governmental organizations in

consultative status with the Economic and Social Council to participate in its deliberations for questions that relate to their activities.

XIV. RELATIONS WITH THE ADMINISTRATIVE COMMITTEE ON COORDINATION

Rule 17

1. The Administrator or the Executive Director shall, on request, convey views of the Executive Board to the Administrative Committee on Coordination.

2. The views of the Administrative Committee on Coordination, when it so requests, shall be conveyed by the Administrator or the Executive Director to the Executive Board, together with any comments he/she may wish to make.

XV. AMENDMENT OF RULES OF PROCEDURE

Rule 18

1. Any of these rules may be amended by a decision of the Executive Board, in accordance with Rule 15.

ANNEX

(General Assembly resolution 48/162)

Paragraph 22:

"The functions of each Executive Board shall be the following:

"(a) To implement the policies formulated by the Assembly and the coordination and guidance received from the Council;

"(b) To receive information from and give guidance to the head of each fund or programme on the work of each organization;

"(c) To ensure that the activities and operational strategies of each fund or programme are consistent with the overall policy guidance set forth by the Assembly and the Council, in accordance with their respective responsibility as set out in the Charter;

"(d) To monitor the performance of the fund or programme;

"(e) To approve programmes, including country programmes, and projects with respect to the World Food Programme, as appropriate;

"(f) To decide on administrative and financial plans and budgets;

"(g) To recommend new initiatives to the Council and, through the Council, to the Assembly as necessary;

"(h) To encourage and examine new programme initiatives;

"(i) To submit annual reports to the Council at its substantive session, which could include recommendations, where appropriate, for improvement of field-level coordination."

Paragraph 23:

"The agendas and deliberations of the Executive Boards shall reflect the functions set forth in paragraph 22 above."